



**SOLICITATION NUMBER: USAID/Jordan-EXO-18-003**

**ISSUANCE DATE:** February 22, 2018  
**CLOSING DATE/TIME:** March 07, 2018

**SUBJECT:** Solicitation for a **Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC)**  
*(Local Compensation Plan)*

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified persons to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VI** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID\Jordan to award a Personal Services Contract (PSC) nor does it commit USAID\Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

**Matthew Corbin**  
**Contracting Officer**

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American Embassy  
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USAID, Unit 70206  
APO AE 09892-0206



## I. GENERAL INFORMATION

1. **SOLICITATION NUMBER:** USAID/Jordan-EXO-18-003
2. **OPEN TO:** All interested Jordanian Citizens
3. **ISSUANCE DATE:** February 22, 2018
4. **CLOSING DATE/TIME:** March 7, 2018 12:00 midnight Amman Time
5. **POSITION TITLE:** Secretary  
Program Office
6. **MARKET VALUE (SALARY):** **JOD10,210 – JOD16,853** equivalent to **FSN-07**  
*In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID\Jordan. Final compensation will be negotiated within the listed market value (Salary).*
7. **PLACE OF PERFORMANCE:** Amman, Jordan
8. **SECURITY LEVEL REQUIRED:** Facilities Access / Employment Authorization

## 9. STATEMENT OF DUTIES

### 1. Basic Function of Position

USAID/Jordan has an immediate vacancy for a Secretary in Program Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday. USAID/Jordan may select more than one applicant for this solicitation.

The Program Office (PRO) Secretary is responsible for performing administrative and clerical support activities for PRO in USAID/Jordan. The incumbent reports to the Office Director, manages the administrative processes of the PRO office, provides secretarial services, including maintaining the PRO Director's calendar and providing administrative support to the full PRO team; and prepares routine correspondence, presentations, reports, schedules, briefing materials and public information. The incumbent also provides secretarial coverage in the Director's Office on an emergency basis and assists other offices with administrative requirements.

### 2. Major Duties and Responsibilities

Maintains the Office Director's calendar, keeps current on PRO staff calendars, schedules meetings for the Office Director and PRO Staff; liaises with other offices in obtaining necessary information for meetings; coordinates closely with Mission's front office on correspondence and meetings.

Receives and screens visitors for the PRO office, submits necessary access forms in advance, escorts visitors, and alerts meeting participants upon visitor's arrival. Screens and directs telephone calls as appropriate, provides caller and visitors with information of a general nature, and disseminates routine information.

Reviews correspondence and reports for format, spelling, grammar and punctuation accuracy; corrects errors and deficiencies; and ensures timely tracking and response for correspondence, reports, presentations, spreadsheets, and other documents.

Distributes incoming correspondence (mail and documents for clearances) to PRO staff, attaching pertinent background materials. Manages the flow of incoming correspondence, official mail, and disseminates it properly to PRO and other Mission staff. Reviews and tracks outgoing correspondence.

Organizes and maintains PRO files in accordance with the Automated Directive System (ADS), prepares file plans and Vital Records for PRO. Supports PRO staff in maintaining working files and contacts.

Maintains and updates necessary tracking databases, systems, and electronic records of PRO contacts. Identifies the need for other electronic or paper-based tracking systems and develops such records.

Maintains professional working relations with other Mission and Embassy offices and technical teams. Serves as timekeeper for the PRO Office; collects, reviews, and enters timesheets into the Time & Attendance system. Maintains adequate stocks of office supplies; requisitions supplies and/or any services for the Office staff.

Supports PRO staff in utilizing USAID electronic systems such as electronic country clearances and e-learning, liaises with Mission Executive Office and Financial Management staff to troubleshoot these systems, and ensures PRO compliance with Mission administrative and financial management procedures.

Coordinates travel arrangements for PRO staff as needed in coordination with the USAID travel assistant, motor pool, and other relevant offices. Prepares travel vouchers for PRO staff and other documents related to their travel.

Maintains schedules and makes arrangements for conferences, meetings and visitors' schedules as requested. For high-level visits, supports Control Officer on all aspects of scheduling, briefing materials production, and managing visit logistics, in coordination with Mission front office and other staff. Follows up with PRO staff to ensure that follow-up actions as agreed at conferences and meetings are met.

Provides translation and interpretation services of non-technical and short technical material into English or from English into Arabic. Serves as note-taker at selected meetings, formats notes appropriately to share with Mission staff, and provides records for the files.

Supports the PRO and Mission Gender teams in arranging logistics for visits, functions, attending and taking notes on meetings when required; and drafting and translating reports and other documents.

Provides secretarial coverage in the Director's Office on an emergency basis and assists other offices with administrative requirements.

*1. Supervisory Relationship*

The PRO Secretary reports directly to the PRO Office Director.

*2. Supervisory Controls*

This is a non-supervisory Position.



#### **10. AREA OF CONSIDERATION:**

To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearance. This process takes, on average, nine months. The selected applicant will be expected to start work within one month of final receipt of clearances.

#### **11. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

#### **12. POINT OF CONTACT:**

Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 06-5906000 extension 6673/ 06-5906000 extension 6605

### **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. Education:** Certificate of Completion of secondary school, **AND** at least one of the following is required: Certificate of completion in an Office Management training program (minimum nine months program); or Certificate of completion in an Executive Secretarial-Program (minimum nine months program); or Completion of a University degree Supporting **documentation (i.e. a copy of secondary school certificates AND one of the certificates required above must be included in the application for eligibility purposes).**
- b. Prior Work Experience:** Minimum of three years of progressively related experience in administrative assistance duties. Experience working in multi-cultural organizations is also required.
- c. Language Proficiency:** Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. Examination scores have to have been recorded within the last six months; or else, candidate will be tested again.
- d. Skills and Abilities:**

The incumbent must be able to continuously monitor own work to ensure quality. The incumbent must have demonstrated experience in preparing correspondence, spreadsheets, reports, presentations and effective public information materials.

The incumbent must be able to operate in a highly functioning diversified team, maintain excellent interpersonal skills, must be able to provide excellent customer service in a manner that maintains smooth and effective working relationship with all Mission Staff. Must have demonstrated ability to work well under pressure, multitask, organize, proofread, translate and prioritize and organize multiple competing tasks.

The incumbent must have demonstrated excellent computer skills in specialized software including Windows and Microsoft Office suite, data analysis tools, ability to navigate the Internet with ease, and must have demonstrated skill to operate office equipment. Must demonstrate high level of professionalism in attitude and appearance. The incumbent must have demonstrated ability in

managing time and competing demands, dealing with frequent changes, delays or unexpected events, prioritizing and juggling tasks to meet critical deadlines, follow instructions and respond to management directions.

The incumbent must have demonstrated excellent experience in documents' quality control and written communication skills. The incumbent must demonstrate a high level of attention to details, accurate data compiling and analysis.

### **III. EVALUATION AND SELECTION FACTORS**

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked applicants who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a skills technical test. The skills technical test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID/Jordan will conduct reference checks on top-ranked applicants. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

### **IV. SUBMITTING AN APPLICATION (APPLYING)**

To ensure consideration of application for the intended position, applicants must prominently reference the Solicitation Number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae that includes the National Jordanian ID number
- b. Filled and signed Universal Application for Employment (DS-0174).
- c. Copies of educational certification for eligibility purposes,\*

\*Failure to submit copies of certification will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.

Applications must be received by the closing date and time specified in Section I, item 3, and submitted to the [ammanresumesusaid@usaid.gov](mailto:ammanresumesusaid@usaid.gov) Application forms can be accessed from the American Embassy web site: <https://jo.usembassy.gov/jobs/>

### **V. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following salary, benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)



## VI. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. **Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]

**Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>